

CITY OF WEYAUWEGA
FINANCE COMMITTEE PROCEEDINGS
DECEMBER 13, 2022

The Finance Committee meeting was called to order by Chairman Kaley DuCoeur at the Weyauwega Municipal Building Council Chambers at 5:37 pm. Roll call was taken. Members Present: Tim Litscher, Rich Luedke and Kaley DuCoeur. Also Present: Mayor Jack Spierings, City Administrator Jeremy Schroeder, Police Chief Brandon Leschke, and City Clerk Rebecca Loehrke.

Motion DuCoeur, second Litscher, to approve the Finance Committee meeting minutes from November 15, 2022. Motion carried with all "ayes".

Citizen Appearances: None

Credit Card Policy Draft: Schroeder brought forward a draft policy that he received from the City of Omro. He rewrote parts of it to better fit the City. Did state that for airfare it is better for employee to put on personal card and then get reimbursed after conference. Have had too many issues with flights canceled or vouchers given out and getting employees to reimburse back to the City for not attending the conference then. The committee would like to have Attorney Kalny review the policy. Motion Luedke, second Litscher, to approve the credit card policy with review from City Attorney. Motion carried with all "ayes".

2022 Vacation Rollover Requests: Vacation rollover requests were submitted by DeGrand, Herbst-Gutche, Lee, Loehrke, Rode and Schroeder. Motion Luedke, second DuCoeur, to approve the vacation rollover requests as presented. Motion carried with all "ayes".

Approve Checks from 11/01/2022 through 11/30/2022 totaling \$174,327.45 and the monthly financial reports: *Motion DuCoeur, second Luedke, to approve checks from 11/01/2022 through 11/30/2022 totaling \$174,327.45 and the monthly financial reports. A roll call vote was taken with "ayes" from Litscher, Luedke and DuCoeur. Motion carried.*

Administrator's Report: Schroeder reported on the following items:

- All forms for the 2023 budget have been submitted and accepted.
- Auditors were in the office Monday and Tuesday working on the preliminary audit for 2022. It seemed more significant than in past years. They will be back the end of February.
- There will also be additional work for city staff to complete for the auditors on City lease agreements.

Set next meeting date/time: The next committee meeting is scheduled for Tuesday, January 10, 2023 at 6:00 pm.

Such other matters as authorized by law: None

Motion DuCoeur, second Luedke, to adjourn at 5:49 pm. Motion carried with all "Ayes".

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Recommendations to Council:

1. Recommend to approve the employee credit card policy with review from City Attorney.
2. Recommend to approve the 2022 vacation rollover requests as presented.
3. Recommend to approve checks dated 11/01/2022 through 11/30/2022 totaling \$174,327.45 and the monthly financial statements.

Rebecca Loehrke
City Clerk